

**UNITED STATES DISTRICT COURT  
FOR THE DISTRICT OF NEVADA**

**Chambers Practices of United States District Judge Andrew P. Gordon**

This Order establishes requirements and procedures for all civil cases assigned to Judge Gordon. A copy of this Order can be found on the District of Nevada's website, linked to the biography of Judge Gordon.

Counsel and *pro se* parties are required to familiarize themselves with the Local Rules of this District. They can be found on the court's webpage. The failure to follow the Local Rules will likely result in sanctions.

Opportunities for More Junior Lawyers

Judge Gordon strongly encourages litigants to permit more junior members of the litigation team to examine witnesses at trial and hearings, and to appear for oral argument. In those instances where Judge Gordon is inclined to rule on the papers, a representation that the argument would be handled by a more junior lawyer (six or fewer years of experience) will weigh in favor of holding oral argument. Where the more junior attorney is permitted to present the argument, Judge Gordon will entertain reasonable requests for a more senior attorney to supplement any argument that is made. Judge Gordon believes it is crucial to provide substantive speaking opportunities to newer lawyers, and that the benefits of doing so will accrue to all members of the profession and their clients. Thus, Judge Gordon encourages all lawyers practicing before him to keep this goal in mind. It is the way one generation will teach the next to try cases and to maintain our district's reputation for excellence in trial practice.

Contact by Court Staff

Occasionally, Judge Gordon's Courtroom Administrator Melissa Johansen or other court staff may contact counsel for information regarding scheduling, status of cases going to trial, or other issues. Counsel are strongly urged to promptly respond to such contacts, as the information sought helps Judge Gordon schedule and address pending matters in a timely fashion.

Courtesy Copies

Courtesy copies are NOT to be delivered to Judge Gordon's chambers unless specifically requested. If requested, courtesy copies should be bound together, either by placing in a three-ring binder or by some other form of binding (e.g. staples, Acco fastener, etc.). Exhibits should be divided by easily accessible tabs.

### Proposed Orders

Parties should submit a proposed order for all stipulations and unopposed motions, including a motion for entry of default judgment. The proposed order may be attached as an exhibit or filed as a separate document. In addition, the proposed order should be emailed, in Word format, to chambers at [APG\\_Chambers@nvd.uscourts.gov](mailto:APG_Chambers@nvd.uscourts.gov).

### Hearings or Oral Arguments

Motions may be decided with or without a hearing. *See* Local Rule 78-1. Consult that rule regarding how to request a hearing. As a supplement to that rule, a party should note in the filing that the argument would be handled by a more junior lawyer (six or fewer years of experience). Or, the party may file a separate notice to that effect. In those instances where Judge Gordon is inclined to rule on the papers, a representation to that effect will weigh in favor of holding oral argument. Where the more junior attorney is permitted to present the argument, Judge Gordon will entertain reasonable requests for a more senior attorney to supplement any argument that is made.

### Telephonic Appearances or Video Conferencing

Judge Gordon will generally grant a request to appear by telephone or video so long as just cause is provided.

### Expedited or Daily Transcripts

Any party requiring expedited or daily transcripts shall contact the Court Reporter (Judy Moore, at [judy\\_moore@nvd.uscourts.gov](mailto:judy_moore@nvd.uscourts.gov) or (314) 221-6788) as early as possible to make arrangements. The Court Reporter will provide instructions on how to order transcripts. Advance deposits likely will be required. Failure to timely contact the Court Reporter may result in the refusal to provide expedited or daily transcripts.

### Technology Policy

Cell phones, iPads, laptops and printers are allowed in the courtroom to assist attorneys to review their calendars for scheduling future court hearings and to assist with presentation of evidence or argument during hearings or trial. However, these devices must be turned off until permitted by the judge, to avoid interfering with court equipment. Attorneys are encouraged to use the courtroom resources for presentations. Training can be arranged by contacting Judge Gordon's Courtroom Administrator, Melissa Johansen, at 702-464-5415 or [Melissa\\_Johansen@nvd.uscourts.gov](mailto:Melissa_Johansen@nvd.uscourts.gov).

## Settlement Conferences and Civil Trial Dates

Generally, all civil cases will be referred to the assigned Magistrate Judge for a settlement conference after the joint pretrial order is filed. The parties may file a written request for an early settlement conference or pretrial conference under Local Rule 16-2. Trial will be scheduled after submission of the joint pretrial order. While Judge Gordon will try to accommodate the dates provided by the parties in their joint pretrial order, trial will be scheduled based on the first available trial stack on Judge Gordon's calendar.

## Order Regarding Trial

Judge Gordon's standard Order Regarding Trial (ORT) will be filed shortly before trial. A sample Order Regarding Trial can be found on Judge Gordon's page of the court's website. Parties should direct questions about the ORT or other trial matters directly to Judge Gordon's Courtroom Administrator, Melissa Johansen, at 702-464-5415 or [Melissa\\_Johansen@nvd.uscourts.gov](mailto:Melissa_Johansen@nvd.uscourts.gov).

## Jury Instructions

Judge Gordon has developed his own "stock" or "general" jury instructions, drawn principally from the Ninth Circuit's Model Jury Instructions. They are posted on his page of the court's website. The parties' proposed instructions need not include "stock" jury instructions unless there is a specific disagreement with one of Judge Gordon's. The parties should focus their efforts on developing jury instructions that relate to the particular case at issue. All proposed jury instructions submitted by the parties should be concise, understandable, and neutral statements of law. Argumentative jury instructions are improper, will not be given, and should not be submitted.